



**DEPARTMENT OF THE ARMY**  
ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS  
CITY, STATE, AND ZIP+4 CODE

Your Office Symbol

Date

MEMORANDUM THRU

Commander, X Battalion, ATTN: Safety Manager, X BCT, X Division, Fort  
Somewhere, XX, 00000-0000.

Commander, X BCT, ATTN: Safety, X Division, Fort Somewhere, XX, 00000-  
0000.

Commander, X Division, ATTN: Safety Office Symbol, Fort Somewhere, XX, 00000-  
0000.

Commander, Army Headquarters, ATTN: Safety Office Symbol, Fort Somewhere, XX,  
00000-0000.

FOR Director of Army Safety (DASAF), ATTN: DACS-SF Awards Administrator, 223  
23<sup>rd</sup> Street, Room 980, Arlington, VA, 22202.

SUBJECT: Army Individual Award of Excellence in Safety – NCO / Enlisted  
Nomination.

1. In accordance with ALARACT 069-2006 and the Army Accident Prevention Award Supplemental Guidelines dated 5 June 2007, request the Army Individual Award of Excellence in Safety – NCO / Enlisted category be awarded to SSG John Smith.
2. SSG John Smith is assigned as a Light Wheeled Vehicle Mechanic, 63B20, to A Company, X Battalion. In addition to his normal duties, he serves as the company's safety NCO and has achieved extraordinary accident reduction milestones for the unit during the past fiscal year.
3. SSG Smith is an outstanding soldier who enthusiastically implemented several initiatives to reverse the POV accidents within the company. During FY06 A Company experienced a 75% reduction from the previous year accident rate (enclosure 1) after he began holding personal counseling sessions with our junior soldiers, bringing car accident survivors to training sessions and providing the company leadership a critical analysis of our risk assessment program for leaves and passes. His personal dedication to accident prevention is exemplary and he is often cited in our ARAP assessments as an involved and caring leader by other NCOs and subordinates.
4. The following achievements should also be considered.

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SUBJECT: Army Individual Award of Excellence in Safety – NCO / Enlisted Nomination.

a. During a battalion command inspection, the company safety program received a commendable rating and was noted as the most improved within the battalion.

b. He helped revamp the battalion's standard operating procedures on our Army motor vehicle (AMV) operations and provided improvements to our operational risk management policy for convoy missions (enclosure 2).

d. As a motor rider himself, SSG Smith heavily promoted the Fort Somewhere motorcycle club to company members, which undoubtedly contributed to no at-fault motorcycle accidents for company members this past summer.

c. In coordination with 1SG Jones, SSG Smith established a format for holding bi-weekly peer counseling sessions to train and educate other company NCOs in applying composite risk management principles to ASMIS-2 assessments. SSG Smith facilitated the group counseling sessions to review and standardize company efforts in order to embed and personalize CRM guidelines into our soldier's daily driving tasks. Through his effort the unit gained proper leader accountability standards and higher performance in leader involvement(enclosure 3).

4. A Company, X Battalion returned stateside from OIF3 in October of last year and this past summer entered a high operating pace for a training deployment. These factors made SSG's Smiths efforts in accident reduction more remarkable considering the historical increase in POV accidents following unit deployments. SSG's Smith's safety and CRM efforts have risen well above the call to duty and have greatly contributed to saving lives and preserving our combat power.

5. The initiator point of contact for this nomination is 1SG Jones, A Company, X Battalion at DSN 555-5555, COM 555 555-5555, or [1SG.Jones@us.army.mil](mailto:1SG.Jones@us.army.mil).

3 Encl

1. RMIS Accident Synopsis
2. BN CRM Policy
3. Counseling minutes

Joyce Williams  
CPT, MI  
Commanding